

R.T.A - BOARD

29 December 1971

Dear Carl:

Your microfilm progress report to the Records Management Board on 21 December cited 12 interesting actions. I hope to put several into the Board's semi-annual report.

But, I will need some overall Agency figures for such broad areas as:

- a. The total new microfilm applications of the past six months. (This would include both COM and manual and would show the current total applications and components involved.)
- b. The volume of records converted in this reporting period. (This would cover the net space benefit from the change from hard copy to microform.
- c. The total number of people trained to date and the number now involved in systems, filming and processing work.
- d. The equipment purchased or obtained and installed.
- e. The estimated savings or gains realized whether in space, budget, or procedural improvements.

I hope to have the Board review the first draft of the report on January 4, or 6. I would appreciate some general response from you by the morning of Tuesday, 4 January. Even an oral discussion will do with some broad, general suggestions for the Board's reporting the progress and status of the microfilm campaign.



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Chairman